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Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020152-1

11 September 1959

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1-31 August 1959

1. Processing Volume

- a. The Cable Secretariat reproduced and disseminated 11,162 IN cables, 4,159 OUT cables, 1,080 TD's and 919 miscellaneous items for a total of 17,320 work items for the month of August 1959. This represents a decrease of 1,680 items or 9% less than the 1958 monthly average of 19,000 work items.
- b. Cables decreased 1,379 or 8% below the 1958 monthly average of 16,700 cables. The August 1959 total is 1,348 or 6% less cables than July 1959 and 990 or 6.5% less cables than August 1958.
- c. TD's decreased 42 or 4% below the 1958 monthly average of 1,122 TD's.
- d. We processed an average of 695 cables Monday through Friday, 429 on Saturday and 100 on Sunday.
- e. 802 cables or 4.5% of all cables processed were furnished to the Director as compared to 803 or 5% for July 1959.

2. Personnel

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This month we were advised that our ceiling of [REDACTED] persons was reduced to [REDACTED] for FY 1961. On the basis of a ceiling strength of [REDACTED] persons we are short one person. I plan to be very deliberate in filling future vacancies and I intend to exploit every means of improving our procedures so that we will need the minimum number of people to do our job.

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3. General

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- a. Attachment A is a memo from [REDACTED] Intel Support Staff, O/DD/I, thanking the Cable Secretariat for the support we have given to the DD/I.

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- b. As previously stated, I plan to conduct what amounts to a comprehensive management survey of the Cable Secretariat. Attachment B is a summary paper reflecting the views and suggestions of Cable Secretariat personnel and attachment C is a paper outlining the program for the Cable Secretariat Management Review for FY 1960 and announcing the establishment of the Cable Secretariat Management Review Panel.

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- c. [REDACTED] covered Operation Alert from August 24 - 26. Traffic was light with no unusual occurrences worth noting.

[REDACTED]
Cable Secretary

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Attachments as stated.

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11 August 1959

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MEMORANDUM FOR:

CIA Cable Secretary

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SUBJECT :

Intel Support Staff; O/DD/I

1. FYI, as of 11 August 1959, [REDACTED] (OCI) will replace me as the Intelligence Support Officer in O/DD/I. I recommend Mr. Wagner most highly to you and trust you will feel confident in using him as a link between your office and the DE/I.

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2. I am most grateful for the quick and accurate support you and your people have given me during the past two years. Without such support, I feel very ineffective and beleaguered in this region.

3. I think both of us can look back upon the last two years as a period of exceptional harmony and I have no doubt that it will continue.

[REDACTED]
Intel Support Staff; O/DD/I

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